

PRIVATE SCHOOL CHOICE PROGRAMS **STUDENT APPLICATION CHECKLIST** **2016-17 SCHOOL YEAR**

The Private School Choice Programs (Choice) includes the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and the Wisconsin Parental Choice Program (WPCP). Please see the residency documentation bulletin for information on the required residency documentation, the income documentation bulletin for information on the required income documentation, and the OAS Application Corrections bulletin for information on how to correct the Online Application System (OAS). To be considered complete, all applications require income documentation (as applicable) and residency documentation. See further information on the application process and rules in the documents “Open Application Periods-General Rules” and “Open Application Periods-Process.” The bulletins and information on the open application periods are available at <http://dpi.wi.gov/sms/choice-programs/student-applications-processing>.

Schools are required to retain a copy of the letter accepting or denying the application, and all supporting documentation received, even if the application is not accepted. Do not destroy the application documentation received by the school.

Residency Information:

1. _____ **School District Determination:** Determine what school district the address is in by completing one of the following. Maintain a copy of the screen print in 1a, 1b, or 1c for your auditor’s review.
 - 1a. _____ All programs may use the Wisconsin voters database as follows:
 - ☐ Go to <https://myvote.wi.gov/>.
 - ☐ Click on “Regular Voter.”
 - ☐ Click on “Address Search.”
 - ☐ Type in the address on the application.
 - ☐ Click on “Search.”
 - ☐ Click on “Office Holders and Voting Districts Based on the 2010 Census Redistricting.”
 - ☐ Scroll down until you see the school board members.
 - 1b. _____ MPCP may alternatively obtain a “Map It” screen print from http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2_prod.jsp . Addresses that are included in Map It are in the City of Milwaukee.
 - 1c. _____ RPCP may alternatively obtain a screen print from the Racine Unified School District (RUSD) transportation website at <http://205.213.125.57/livewq/webquery/> . Addresses that are in the RUSD transportation website are in the RUSD.
2. _____ **Address in Required District for MPCP:** Based on the school district identified in 1, determine that the address is in the City of Milwaukee (Milwaukee Public School District). If not, the application is ineligible.
3. _____ **Address in Required District for RPCP:** Based on the school district identified in Step 1, determine that the address is in the Racine Unified School District. If not, the application is ineligible.

4. _____ WPCP School District Verification: Complete the following:
- 4a. _____ Based on the school district identified in 1, determine that the address is in Wisconsin but not in the Racine Unified School District or City of Milwaukee (Milwaukee Public School District). If not, the application is ineligible
- 4b. _____ Verify that the school district identified in 1 matches the school district on the application. If not, this must be corrected as described in the OAS Application Corrections bulletin.
5. _____ Required Residency Documentation: Determine that the parent/guardian has submitted a copy of **ONE** of the following to support that the student(s) live at the address on the application. Please note, this is a complete list of acceptable forms of residency documentation. The residency documentation must include a date. **Residency documentation must have the name of one of the parents/guardians with an address that matches the application.** The exception is that residency documentation may be provided using the Alternative Residency form in certain situations, see 5f below.
- 5a. _____ Wage statement or W-2 tax form dated within 3 months of when the application is received. (Note: W-2 tax forms are not acceptable for applications received after April.)
- 5b. _____ Water, gas, electric, cable, satellite or landline phone bill dated within 3 months of when the application is received.
- 5c. _____ Lease agreement with a term that includes the date the parent applies to the school (must be complete and legible). Expired leases are not acceptable. Month-to-month leases must be dated within three months of the date the application is received.
- 5d. _____ Governmental correspondence dated within 3 months of when the application is received. Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2,” Food Share, or Housing Assistance letter with the address listed and the name of the parent/guardian. Printed statements from Access.gov can be used as residency support if the statement includes a date that is within 3 months of when the application is received and the name of the parent/guardian.
- 5e. _____ If homeless, a letter dated within 3 months of when the application is received on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated by a representative of the organization.
- 5f. _____ Properly completed Alternative Residency Verification form (Form PI-PCP-51) only for situations where 1) the student is not living with his or her parent or legal guardian or 2) the parent/guardian does not have one of the residency documents in 5a-5e and someone else is able to provide one of the residency documents listed in 5a-5e for the family.
6. _____ Matching Address & Parent/Guardian Name: Determine that the parent/guardian name and address on the residency documentation in 5 exactly matches the address on the application, including the street address, city, zip and state. The parent/guardian name on the application must be the legal name of the parent/guardian. If the OAS information must be corrected, see the OAS Application Corrections bulletin for information on how to correct OAS. If the documentation isn’t correct, see the “Corrections to Residency Documentation” section of the Residency Documentation bulletin for additional information on when the residency documentation may be correctable.

7. _____ Received During Open Application Period & Allowed Corrections: If no residency documentation in 5a-5f was received during the open application period, the application is ineligible. If residency documentation in 5a-5e was received but did not comply with all of the requirements, it may be corrected. See the “Corrections to Residency Documentation” section of the Residency Documentation bulletin for additional information on when the residency documentation may be correctable.

Income Determination-New Student Application Only (Complete 8 or 9 as applicable):

8. _____ Department of Public Instruction (DPI) Family Income Eligibility determination method used.
- 8a. _____ Kinship/Foster Care: If the pupil is in kinship care or foster care, support for the student participating in the program is provided. The requirements in 8b-8d of this checklist are not applicable.
- 8b. _____ Parent/Guardian has Income: The income determination is based on the applicant’s adjusted gross income. If the parent/guardian received income, obtain the supporting documentation identified on the OAS verification screen and complete the following:
- ☐ Determine that it is for 2015 income.
 - ☐ Determine that the amount of income received per the supporting documentation matches the information in the OAS. If the amounts do not match and it is before the end of the open application period in which the application was received, ask that the parent/guardian log back into the online parent application and correct the amount(s). If it is after the open application period in which the application was received, determine if the application is income eligible with the correct amount of income. If so, the school may accept the supporting documentation (no correction to OAS is required). If not, the application must be determined ineligible.
 - ☐ All supporting documentation (tax returns, 1099s, etc) includes the name of a parent/guardian on the application.
 - ☐ All supporting documentation was received during the open application period in which the application was received.
- 8c. _____ Tax Return Support: If a copy of the 2015 tax return is provided:
- ☐ The return is signed and dated, including by both taxpayers if a joint return.
 - ☐ The return is the Federal income tax form 1040. Wisconsin tax returns are not sufficient.
 - ☐ The first two pages of the return are provided.
- 8d. _____ Parent/Guardian has No Income: If the income of the parents/guardians is \$0, the parent/guardian is required to explain how basic needs were provided and indicate all government assistance received. Ensure the following:
- ☐ The explanation of basic needs (food, clothing and shelter) is sufficient to explain how basic needs were provided.
 - ☐ If any government assistance is indicated in the explanation of basic needs, the program is also checked in the government assistance provided section.
 - ☐ Documentation showing the parent/guardian participated in ALL government assistance programs selected is provided. The evidence must show the parent/guardian participated in 2015 and include the name of the parent/guardian.
 - ☐ The explanation of basic needs does **not** indicate that the parent received any income (even if cash income). If there is any income identified, the parent must log back into the online parent application and include this income in the online parent application. If the parent has any income and it is after the open application period in which the application was received, the application is ineligible.
 - ☐ All government assistance documentation was received during the open application period in which the application was received.

9. _____ DOR Income Determination method used.

9a. _____ Social Security Number(s) or Taxpayer ID Number(s) is/are provided for all parents/guardians.

9b. _____ Enter the social security number(s) or Taxpayer ID Number(s) in the OAS to determine if the parent/guardian is income eligible for the program. If the DOR is unable to determine if the parents/guardians are income eligible and it is before the end of the open application period, the parent/guardian must log back into the online parent application, use the DPI income determination method, and resubmit the application. If it is after the end of the open application period, the application must be determined ineligible.

General Review:

10. _____ Student Names and Dates of Birth Correct: The student name must be the legal name of the student. Review the student name and date of birth based on other information available to the school (if available). If the application is incorrect see the OAS Application Corrections bulletin for information on how to correct an application.

Verifications:

11. _____ Corrections to Application in OAS: If any corrections are required to the application information in OAS, they must be made before completing the verification. See the OAS Application Corrections bulletin for information on how to make corrections.

12. _____ Verification: Complete the verification for the application in OAS. WPCP verifications must be completed by May 1. MPCP & RPCP verifications must be completed within 60 days of the date the application was received or prior to random selection, whichever is sooner. If the application is not verified within 60 days of the date the application was received, the application will automatically be determined ineligible.

Other Requirements for MPCP and RPCP:

13. _____ Random selection, if needed, must occur within one week of the close of the open application period and prior to the count date, if applicable.

14. _____ Letter of Acceptance or Denial: Applicants must be notified, in writing, within 60 days of submission of their application, whether they are accepted or not accepted in the MPCP or RPCP at the school. Schools are required to retain a copy of the letter of acceptance or denial and all supporting documentation received even if the application is not accepted. Do not destroy the application documentation received by the school.

15. _____ Submit accepted applications in OAS: This cannot be completed until after the open application period in which the application is received. Only submitted applications will be available in the count reports.